

UCC Student Activity Health and Safety Policy

Purpose

The purpose of the UCC Student Activity Health and Safety Policy is to provide a framework for managing Health and Safety risks, which arise as a result of non-academic, student led activity in University College Cork. The aim of the policy is to prevent injury and ill health to students and everyone else impacted by student led activity; consequently, it is critically important for each student representation group (Clubs, Societies, Student's Union, Executives, Student Life Project, etc) to identify hazards and minimize risks by taking effective preventive and protective measures.

Safe practices will be secured by the manner laid out in the UCC Student Activity Health and Safety manual and the specific event plan and / or risk assessment for the activity.

Scope

The scope of this policy applies to student led activity in University College Cork.

All student officers, club captains, chairpersons, event organisers and their nominees have individual responsibilities to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions.

Definitions

DSPA refers to the Department of Sport and Physical Activity.

Safety Statement refers to a written document which describes how Health and Safety within an individual club or society is managed

UCC Student Activity Safety Committee refers to a committee chaired by the Health and Safety Officer for Student Activity, with staff and student representation, which meets periodically to review the processes for maintaining student safety in UCC.

Risk Assessment refers to a systematic process of evaluating the potential risks that may be involved in a projected student activity or undertaking.

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Policy Statement

UCC student representation groups (Clubs, Societies, Students Union, Executives, Student Life Project, etc) shall comply with UCC best practise in relation to safety and risk management and take reasonably practicable steps to safeguard the health, safety and welfare of all personnel impacted by the student led activity.

Roles and Responsibilities

Club Captains and Society Chairpersons * [see sub note below]

- To attend safety training at the beginning of the academic year.
- To complete the Safety Statement, review it on an annual basis, or when there are any significant changes to the Club / Society, and make the Statement available to Club / Society members, including the inclusion of a link to it on their website.
- To carry out risk assessments on all Club / Society activities and make same available to all members
- To communicate all emergency plans, policies and procedures that minimise/reduce the risk of injury or illness to all members
- To ensure First Aid arrangements are in place and kit is kept in good order where required.
- To provide appropriate training to members before undertaking any activities, with the potential for injury. Particular attention must be paid to beginners in high risk activities and adequate supervision must be provided at all times during the activity.
- To ensure all persons involved in the instruction or coaching of members are adequately qualified for the task.
- To report all accidents and incidents as soon as possible (within 24 hours of accident). In the case of a fatality or serious incident, contact can be made with UCC on the Emergency Line - 021-490 3111.
- To follow the guidelines outlined in the UCC Alcohol Policy, UCC Clubs Code of Conduct and Disciplinary Procedures, UCC Social Media Policy and the UCC Clubs Executive / UCC Societies Executive Policy.

**Sub note:* It is acknowledged that some actions, where appropriate, may be delegated to other committee members, however it will remain the responsibility of the Captains and Society Chairpersons to ensure that any delegated action has been completed.

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Responsibility of Event / Trip Organisers

- To ensure an event plan and risk assessment is submitted to the relevant offices and approved prior to event commencing and that the measures outlined are adhered to during the event.
- To communicate all emergency plans and procedures, and policies and procedures that minimise/reduce the risk of injury or illness to all members
- To ensure adequate First Aid arrangements are in place for the event including trained first aiders and first aid kit(s) kept in good order where required.
- To report all accidents and incidents related to the event as soon as possible (within 24 hours of accident). In the case of a fatality or serious incident, contact can be made with UCC on the Emergency Line - 021-490 3111.
- To follow the guidelines outlined in the UCC Alcohol Policy, UCC Clubs Code of Conduct and Disciplinary Procedures, UCC Social Media Policy and the UCC Clubs Executive / UCC Societies Executive Policy.

Responsibility of Students participating in Student Activity (e.g. club / society members)

- Individual members have a responsibility to comply with the Club/Society Safety Statement, or risk assessment for an event and the practices and procedures it sets down in relation to its activities, they have a responsibility to read and familiarise themselves with the group's safety statement.
- Members must also comply with all UCC policies (<https://www.ucc.ie/en/students/policies/>) including but not limited to the UCC Student Rules, Student Alcohol Policy, UCC Clubs Code of Conduct and Disciplinary Procedures, UCC Societies Bullying and Harassment Policy, Student Charter, and Duty of Respect and Right to Dignity Policy.
- Members must also comply with the policies and procedures laid out by the UCC Clubs Executive and the DSPA or the UCC Societies Executive and Societies Office.
- Any member of a club or society who has a relevant pre-existing medical health condition should advise the activity organiser of the condition. This will be treated in a strictly private and confidential manner by the organiser unless, due to an emergency, he/she has to inform other members of the group, or responsible person, of the condition in order to get help or assistance.

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- In all circumstances, members must accept the instructions relating to safety of the Chairpersons/Captain and coaches/instructors during all activities.

Procedure

The Club Captains/Chairpersons/Presidents and committee must put in place strong procedures to reflect the following:

1. Safety Statement

- All UCC Clubs and Societies are required to complete a Safety statement, which must then be reviewed every semester, by the Health and Safety Officer for Student Activity.
- The safety statement should include:
 - Your club/society health and safety policy;
 - the names and committee positions of those appointed to be responsible for any safety and health matters;
 - The responsibilities of general club/society members, including the co-operation required on safety and health matters;
 - Your welfare arrangements and emergency arrangements at regularly used locations
 - Arrangements in place to ensure the safety of all members and anyone else who may be affected by your student club/society activities;
 - your personal protective equipment policy and register of equipment;
 - your first aid and fire safety procedures, and details about the main facilities used;
 - your procedures for accident reporting and investigation; and
 - the results of your risk assessments

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- A risk assessment should be in place and included in the safety statement for all club / society activities which generate risk.
- Certain activities will require a risk assessment separate to the safety statement. This may be because the risk cannot be accurately assessed until closer to the event, not all the details are available, or the complexity of the event mean that it needs an individual plan and risk assessment. Risk assessments that are not suitable to be included in the safety statement include:
 - One-off events on campus
 - One-off events off campus
 - Trips in Ireland
 - Foreign Trips
 - Balls / Dinner Dances
 - Intervarsities
 - Ticket Sales
- The safety statement (including the risk assessments) must be brought to the attention of all club or society members that may be exposed to any risks. This should be done at least once a semester, and whenever it is changed or updated. New members should also be made aware of your safety statement, especially the sections that may affect them directly. The statement must be in a form and language that is likely to be understood.

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2. Safety Training

Safety training is provided by the Health and Safety Officer for Student Activity to representatives of all UCC Students Union, Clubs and Societies and other student representation groups (Student Life Project, etc)

- Mandatory safety training for all club captains / chairpersons:
 - Safety Statement & safety / overview
 - General Safety in Student Activity
- Mandatory safety training for a designated person (e.g. safety officer) of each club and society and students' union:
 - Risk Assessment and Event Planning
 - Hazard and Incident Reporting
- Safety training for specific clubs and societies as determined by risk assessment:
 - First Aid (refer to manual)
 - Manual Handling (refer to manual)
 - Power Tools safety awareness (refer to manual)
 - Work at height safety awareness (refer to manual)
- Optional training for all clubs and societies:
 - Hands only CPR (refer to manual)
- Where the club/society is affiliated to a national body, governing body or federation the rules of affiliation of that body must be complied with, regarding training.

3. ACCIDENTS / INCIDENTS AND INJURIES

Procedures are in place in the University to ensure that all Accidents, Near Misses and Dangerous Occurrences are recorded. These procedures not only ensure compliance but are also used as a basis for analysing trends and informing training and policies going forward in an effort to reduce accidents and ill-health to students. All reports are reviewed at each meeting of the student activity safety committee.

- Where the club/society is affiliated to a national body, governing body or federation the rules of affiliation of that body must be complied with, regarding accident reporting.
- For Societies and the Students' Union: The Accident / Incident Report Form must be completed whenever an accident or incident occurs which results in injury, no matter how minor the damage to personnel or property. If personnel or property were not injured or damaged, then the near miss selection should be used on the form.
- For Clubs: The Accident / Incident Report Form must be completed whenever an accident or incident occurs which results in injury that involves hospitalization, injured party being taken off the field and/or repeated or extended treatment or in the case where there has been damage to property. Any "in play" accidents or near misses not as a result of the club sport, e.g. athletics users being hit by a frisbee on a nearby area
- For Clubs. In the case where the accident or incident involves an external party or any accident/near miss "outside of play", e.g. during transport, setting up equipment etc. - The Accident/Incident Report Form must be completed if the accident/incident results in injury, no matter how minor the

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damage to personnel or property. If the personnel or property were not injured or damaged, then the near miss selection should be used on the form.

- The Accident / Incident Report Form is available online through the student experience homepage, clubs and societies websites, or can be accessed by contacting the Health and Safety Officer for Student Activity.

4. EVENT / TRIP PLANS & RISK ASSESSMENTS

Procedures are in place in the University to ensure that all Accidents, Near Misses and Dangerous Occurrences are recorded. These procedures not only ensure compliance but are also used as a basis for analysing trends and informing training and policies going forward in an effort to reduce accidents and ill-health to students. All reports are reviewed at each meeting of the student activity safety committee.

- Events on campus, require an event plan and risk assessment to be completed and approved at least 1 week before the event is scheduled (unless for Freshers week or R&G Week – where 2 weeks minimum notice is required). The completed event plan and risk assessment must also be sent to UCC General Services Office.
- Events off campus, require an event plan and risk assessment to be completed and approved at least 1 week before the event is scheduled, unless a longer time period is specified by the relevant executive / department (This is based on a low risk event, timescales for public and higher risk events are given below).
- The complexity and risk of events off campus will likely vary significantly so ensure to liaise with the club/society office and health and safety for student activity in plenty of time before any event.

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- All student led trip organisers and chairpersons have a duty to ensure that their activities including domestic travel are subject to a Risk Assessment and Plan using the Trip Risk Assessment Template. The trip plan and risk assessment must be submitted and approved at least 1 week before the planned date of departure.
- Activities including foreign travel are subject to a Risk Assessment and Plan using the Trip Risk Assessment Template. The foreign trip plan and risk assessment must be submitted and approved at least 3 weeks before the planned date of departure.
- Before any domestic or foreign trip, it is essential to have relevant medical information and a health declaration completed by each person travelling.
- Consult the Student Activity Risk Assessment Guide for directions on how to complete the event / trip plan and risk assessment.

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Sanctions

The health and safety policy for student activity and the safety rules laid out in the accompanying safety manual are intended to promote the safe and effective operation of University College Cork student activities, as well as protecting the rights of all students. Violations, therefore, shall be regarded as cause for sanction.

Violations and sanctions are detailed below:

List of Violations	List of Potential Sanctions
<ul style="list-style-type: none"> • Late submission of safety statement • Missing health and safety training • Late submission of event plan and risk assessment • Running an event without an event plan and/or risk assessment • Not adhering to controls in an event plan and/or risk assessment • Not reporting an accident/incident • Failure to adhere to the health and safety policy 	<ul style="list-style-type: none"> • Suspension from the relevant portal and/or bank account. <i>Period of suspension will be related to the nature of the infringement. For example: if the infringement is late submission of safety statement, suspension may be until the safety statement is submitted and complete</i> • Suspension from booking and using facilities, this includes access to training facilities. <i>Period of suspension will be related to the nature of the infringement. See example above</i> • Suspension from running any events. <i>Period of suspension will be related to the nature of the infringement. For example: if the infringement is missing health and safety training, the suspension may be until the training has been completed</i> • Cancellation of an event • Attendance at supplementary health and safety training • Attendance at accident reporting training

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Related Documentation

[Escalation and Appeals Process](#)

Link in development

Manuals and Guides

Title	Link
Succeeding Safely – UCC Health and Safety Manual for student Activity	https://www.ucc.ie/en/studentexperience/health-and-safety-for-student-activity/
Student Activity Risk Assessment Guide	https://www.ucc.ie/en/studentexperience/health-and-safety-for-student-activity/

Forms

Title	Link
UCC Student Activity Accident / Hazard Report Form	https://www.ucc.ie/en/studentexperience/health-and-safety-for-student-activity/
UCC Clubs Accident Reporting	https://submit.link/LmL5i
UCC Student Activity Event On Campus Event Plan and Risk Assessment Form	https://www.ucc.ie/en/studentexperience/health-and-safety-for-student-activity/
UCC Student Activity Event Off Campus Event Plan and Risk Assessment Form	https://www.ucc.ie/en/studentexperience/health-and-safety-for-student-activity/
UCC Student Activity Domestic and Foreign Trip Event Plan and Risk Assessment Form	https://www.ucc.ie/en/studentexperience/health-and-safety-for-student-activity/

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Contacts

Health and Safety Officer for Student Activity	studentsafety@ucc.ie
Clubs President	president@uccclubs.ie
Societies President	president@uccsocieties.ie
Deputy Head of Sports	sport@ucc.ie
Societies Officer	societiesofficer@uccsocieties.ie
Entertainments officer, UCC Students Union	ents@uccsu.ie
Welfare Officer UCC Students Union	welfare@uccsu.ie
Students Union SEA (Carol Kennedy)	c.kennedy@ucc.ie

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Policy Review

This policy will be reviewed on an annual basis prior to the commencement of the new Clubs and Societies Executive by the Student Activity Health and Safety Committee.

Version Control

Title of Policy	Student Activity Health and Safety Policy
Policy Owner: [Department/Unit]	Student Experience, UCC
Policy Contact: [Name, Title, E-mail]	John Cudmore, Health and Safety Officer for Student Activity, (john.cudmore@ucc.ie)
Effective Date: [Month Year]	March 2020
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External Requirement for Review: [Date, Reason] – if applicable	
Compliance Reporting: [Date, Reason] – if applicable	